



United States Fish & Wildlife Service

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Memorandum

12/16/2003

From AD - Budg, Planning & Hum Res
Title December 26, 2003

President Bush has issued an Executive Order designating December 26, 2003, the day after Christmas, a Federal holiday. If you are regularly scheduled to work on that day, you will receive the day off with pay. If you are a full-time employee and that day is not a regularly scheduled work day, you will observe that holiday on your regularly scheduled work day immediately before December 26. Most full-time employees who are not regularly scheduled to work on that day will observe the holiday on Wednesday, December 24. If you are a part-time employee whose work schedule does not include that day, you will not receive any "in-lieu-of" time off. If you were scheduled to take paid leave on that day, you will not be charged for the leave.

If you have any questions or need additional information, please contact your servicing human resources office.

Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.